



Office of the President

To: Dan Clark, Academic Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Sandra Melton; April Montes, Classified Senate President  
Date: October 19, 2022  
Re: Faculty Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following request. The president's response is included below, with the details in the individual request form attached to this memo. A member of the Executive Team will be available to attend an Academic Senate meeting to discuss this request.

Requestor	Position Request	Division/Department	Response
Sandra Melton	FT Faculty	Nursing	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a full time faculty position for the Nursing program, due to an impending resignation. It is felt this position is necessary for the continuity of the Nursing program. The position is also required for accreditation. As such, I support hiring a replacement for this position.

Please share this information as appropriate. Thank you for your contribution to this process.

## Out-of Cycle Resource Request Form

Complete this form to request resources that were not included in your program review. This is not intended to replace or circumvent program review. It can only be used in the case of a time-sensitive need that arose outside of the usual program review cycle.

After completing the form below, the request will go to the Vice President over your area. If the Vice President approves the request, it will go to the President and Executive Team for consideration.

### Q1. Type of Resource Requested:

- Full-Time Faculty

### Q14. Is this a new resource or a replacement of an existing resource?

- Replacement

### Q3. Description of Request:

If this is a staffing request please include the following information:

- Position title
- Position number (if this is a replacement)
- Date that the hire is needed

Full time tenure track faculty needed for Spring 2023. Position number is VFT 191.

### Q4. Why was this request not included in the annual program review process?

This request is included in the program review, however, I was just notified that another FT faculty may not continue next semester because of heavy workload and trying to maintain two jobs because of low pay scale at VC. In addition, another FT faculty is going out on maternity leave for a minimum of half the semester in spring 2023.

### Q17. Why is this request needed at this time (as opposed to going through the annual program review process)? Please describe how your program will be impacted if this request is not approved.

The program is accredited by both the BRN (Board of Registered Nursing) and ACEN (Accreditation Commission for Education in Nursing). The program will be out of compliance with both the BRN and ACEN if we do not have a FT faculty to teach the Maternal Child specialty area of our program. Faculty are required to have BRN approval to teach various specialty areas and have an MSN to teach theory and serve as a content expert. Our Maternal Child FT faculty left two weeks into this fall semester. In addition, spring enrollment will be significantly impacted. I will have to decrease enrollment back to 40 students when I had intended to admit 50. The demand for the nursing program far exceeds the ability of the program to accept students. The program is impacted and has been for the past 12

years. The waiting list to enter the generic program is 4 years and 2-3 years for the Advanced Placement option. There are currently 563 students on the waiting list, 178 more applications this semester for spring 2023, and 44 Advanced Placement students on the waiting list. Many students are discouraged and go elsewhere to other programs if they are able. We are authorized by the California Board of Registered Nursing (BRN) to accept a total of 60 students/semester. We have always accepted this number until there was a reduction in the number of students accepted into the nursing program for Spring 2019 (from 60 to 36) due to the lack of faculty. We were down to six FT faculty from ten. For fall 2019 – and spring 2020, enrollment numbers were decreased from 60 to 40 because of lack of faculty. When COVID 19 impacted the program in spring 2020, enrollment was cut by 50% (60 to 30), not because of lack of clinical placement spots, but because of lack of faculty. Enrollment has continued to be decreased by 50% since that time. Fall 2022 is the first semester since fall 2018 that we have admitted 50 students.

**Q12. Estimated Cost**

\$90,000

**Q15. Funding Source (e.g. General Fund, Categorical, etc.)**

General fund

**Q5. Which of the following does this request align with (check all that apply):**

- Educational Master Plan Goal 1 - Increase Student Success and Equity
- Educational Master Plan Goal 2 - Increase Student Access

**Q10. Your Name**

Dr. Sandra Melton

**Q11. Your VCCCD Email Address**

[smelton@vccd.edu](mailto:smelton@vccd.edu)

**Q7.**

**Vice President Over Your Area**

- Jennifer Kalfsbeek-Goetz

**Q16. President's Response (To be completed by College President)**

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request for a full time faculty position for the Nursing program, due to an impending resignation. It is felt this position is necessary for the continuity of the Nursing program. The position is also required for accreditation. As such, I support hiring a replacement for this position.

Click the submit button below to send this request to your Vice President.